

NOVEMBER/DECEMBER 2023

**CBA54 — COMPUTER APPLICATIONS IN
BUSINESS**

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.



1. Define information technology.
2. Expand SPSS.
3. List out the applications of MS-Word.
4. Write the functions of word count.
5. How to save a file in MS-Excel?
6. Outline the concept of Auto Fill.
7. Find the ways to navigate one slide to another slide.
8. What is slide transition?
9. Define EDI.
10. Classify the types of E-Commerce.

SECTION B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) List the components of information technology.

Or

- (b) Write short note on various business application software.

12. (a) How to open, save and close the document in MS-Word?

Or

- (b) Discuss the spelling check feature of word.

13. (a) Explain the salient features of Microsoft Excel.

Or

- (b) State the statistical functions in MS-Excel.

14. (a) Define Animation. How to create animation in PowerPoint?

Or

- (b) State the method of running a slide show.

15. (a) How does EDI works?

Or

- (b) Write short note on smart card.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Examine the role of information technology in business.

17. Explain the method for creation of tables in MS-Word with example.

18. What is Chart Wizard? How can it be prepared in Excel?

19. Describe in detail about creating Presentations in MS PowerPoint.

20. Analyze the advantages and disadvantages of E-Commerce.

